



THE METROPOLE

26 June 2025

Minutes of MTCC 1170 Meeting Number 250626R — Held on 26 June 2025

Present: Board — Keith Bricknell, Marc de Montigny, Scott Froebe, Sandra Jones, and Nives Malara; and Lash Condo Law: Jon Fine, and PropertyWright Management: Nancy Bijelic (all by Microsoft Teams).

Regrets: None

01 Call to Order: Keith Bricknell called the meeting to order at 1905h.

02 Waiver of Notice, and/or Adoption of Agenda and Additions:

Resolution 250626R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 250626R, as presented.

Marc de Montigny/Nives Malara — Carried

03 Assignment of Duties:

(a) Assignment of Corporate Officers' Duties until AGM 2026: *Appended to these Minutes is a description of those duties, excerpted from MTCC 1170's Bylaw #8.*

Surname	Given Name	Position
Bricknell	Keith	President
de Montigny	Marc	Corporate Secretary
Froebe	Scott	Vice President
Jones	Sandra	General Manager
Malara	Nives	Treasurer

(b) *Pro Tempore* Reassignments: Unnecessary for Meeting #250626R.

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 250626R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 250522R, as presented.

Nives Malara/Marc de Montigny — Carried

Sandra Jones — Abstained

05 Administrative and Security Reports:

(a) Where applicable, Corporate Officers responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.

- (i) Recognising Service: Please refer to Section 11(a) of these Minutes.
- (ii) Directors' Code of Conduct: Please refer to Section 11(b) of these Minutes.
- (iii) Dryer Vents: Please refer to Section 11(c) of these Minutes.
- (iv) Investments: Please refer to Section 11(d) of these Minutes.
- (v) Sundry Reports: Directors commented briefly on the Administrative, and/or Security Reports encompassed in Section 06 of these Minutes.

06 Motion to Receive Administrative and Security Reports as Information:

Resolution 250626R03: Receiving Administrative and Security Reports as Information

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall receive, as information, the MTCC 1170 Management Office's Administrative Report for June 2025 and the Front Desk Security Report for the period 04 May 2025 to 03 June 2025

Scott Froebe/Sandra Jones — Carried

07 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes: None

08 Correspondence Requiring Action and/or Response:

(a) MTCC 1170 acknowledged receiving a resident owner's information and questions about film companies' nuisance fees payable to adjacent buildings during film shoots. The Board directed Management to research the circumstances, frequency, and amount of any such nuisance fees and to report those research findings to the Board no later than July 2025's Regular Board Meeting. The Board also directed Management to refer the above-noted resident owner to the draft Minutes of Regular Board Meeting #260626R

09 Special Committee Reports:

(a) None

10 Other Reports:

(a) None

11 New and/or Brought-Forward Business:

(a) Recognising Service:

Resolution 250626R04: Acknowledging a Director's Contributions

BE IT RESOLVED that the Board of Directors of MTCC 1170 wholeheartedly thanks James Louttit for the diligence, skill, insight, incisiveness, and perspicacity that he reliably and unstintingly contributed to MTCC 1170 as a Director and Corporate Officer from June 2010 to May 2025.

Scott Froebe/Nives Malara — Carried

(b) Code of Conduct:

Resolution 250626R05: Adopting Directors' Code of Conduct

WHEREAS MTCC 1170 wishes to give full force and effect to the letter and intent of Section 15 of MTCC 1170's *Rules*; THEREFORE,

BE IT RESOLVED that MTCC 1170 deems it desirable that MTCC 1170's Directors should individually sign and commit TO MTCC 1170's "Directors' Code of Conduct and Ethics" ("Code"); AND, FURTHER,

BE IT RESOLVED that MTCC 1170 authorises appending a blank copy of the Code to the Minutes of Meeting #250626R.

Opposed: Sandra Jones and Marc de Montigny

In Favour: Keith Bricknell, Scott Froebe, and Nives Malara — Carried

(c) Dryer Vents:

Resolution 250626R06: Authorising Dryer Vent Cleaning

WHEREAS occluded dryer vents waste energy and cause overheating by placing additional load on vents' exhaust fans, as well as being a [frequent cause of dryer-fires](#); THEREFORE,

BE IT RESOLVED that MTCC 1170 shall employ [Dryerfighters Inc](#) to perform biennial dryer vent cleaning for \$49.00 + HST per dwelling unit at a date that Management shall decide; AND, FURTHER,

BE IT RESOLVED that payment for this service shall be from the Operating Fund.
Scott/ Froebe/Marc de Montigny — Carried

(d) Investments:

Resolution 250626R07: Authorising Investment of Funds

WHEREAS Dino Borovilos of CIBC Wood Gundy has recommended investing Reserve Funds currently in high interest savings accounts into GICs; THEREFORE,

BE IT RESOLVED that MTCC 1170 authorises investing funds as follows, to comply, *inter alia*, with Sections 115(5) and 115(6) of the [Condominium Act](#) regarding permissible investments and mandatory liquidity for condominium corporations.

01 **Reserve Fund:**

- (a) \$200,000 2-year term at 3.44%,
- (b) \$200,000 3-year term at 3.46%; AND,
- (c) \$100,000 4-year term at 3.50%.

Nives Malara/Marc de Montigny — Carried

12 Perusal File of Correspondence Received as Information: Received by e-mail.

13 Date of the Next Meeting(s):

(a) Special Meeting: TBA

(b) Regular Meeting #250722R: 1830h on Tuesday 22 July 2025.

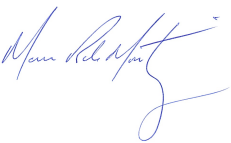
14 Motion for Adjournment

Resolution 250626R08: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 250626R at 1940h on Thursday 26 June 2025.

Scott Froebe/Marc de Montigny — Carried

“Marc de Montigny”



Secretary: Marc de Montigny

BY-LAW № 8 — ARTICLE VII — OFFICERS

- 7.01 **Elected Officers:** At the first meeting of the board, and after each election of directors, the board shall elect from among its members a President. In default of such election, the then incumbent, if a member of the board, shall hold office until his/her successor is elected. A vacancy occurring from time to time in such office may be filled by the board from among its members.
- 7.02 **Appointed Officers:** From time to time the board shall appoint a Secretary, and may appoint one or more Vice-Presidents, a General Manager, a Treasurer, and such other officers as the board may determine, including one or more assistants to any of the officers so appointed. The officer so appointed may, but need not be, a member of the board. One person may hold more than one office, and if the same person holds both the office of the Secretary and the office of Treasurer, he/she may be known as the Secretary-Treasurer.
- 7.03 **Term of Office:** Subject to the provisions of any written agreement to the contrary, the board may by resolution remove at its pleasure any officer of the Corporation.
- 7.04 **President:** The President shall, when present, preside at all meetings of the owners and of the board, and shall be entitled, with the approval of the majority of the board present at the meeting of owners, appoint a Chairperson for the meeting. The Chairperson so appointed need not be a director or an owner. The President shall be charged with the general supervision of the business affairs of the Corporation. Except when the board has appointed a General Manager or Managing Director, the President shall also have the powers and be charged with the duties of that office.
- 7.05 **Vice-President:** During the absence of the President, his/her duties may be performed and his/her powers may be exercised by the Vice-President, or if there are more than one, by the Vice-Presidents in order of seniority (as determined by the board), save that no Vice-President shall preside at a meeting at the board or at a meeting of owners who is not qualified to attend such meeting as a director or owner, as the case may be. If a Vice-President exercises any such duty or power, the absence of the President shall be presumed with reference thereto. A Vice-President shall also perform such duties and exercise such powers as the board may prescribe from time to time.
- 7.06 **General Manager:** The General Manager, if one be appointed, shall be responsible for the general management, subject to the authority of the board and the supervision of the President, of the Corporation's business affairs, and the power to appoint and remove any and all employees and agents of the Corporation not elected or appointed directly by the board, and to settle the terms of their employment and remuneration.
- 7.07 **Secretary:** The Secretary shall give or cause to be given all notices required to be given to the owners, directors, auditors, mortgagees and all others entitled thereto. He/She shall attend all meetings of the directors and of the owners and shall enter or cause to be entered in books kept for that purpose, minutes of all proceedings at such meetings. He/She shall be the custodian of all books, papers, records, documents, and other instruments belonging to the Corporation and he/she shall perform such other duties as may from time to time be prescribed by the board.
- 7.08 **Treasurer:** The Treasurer shall keep or cause to be kept full and accurate books of account in which shall be recorded all receipts and disbursements of the Corporation and, under the direction of the board, he/she shall control the deposit of the money, the safekeeping of securities and the disbursement of funds of the Corporation. He/She shall render to, the board at any meeting thereof, or whenever required of him/her, an account of all his/her transactions as Treasurer and of the financial position of the Corporation, and he/she shall perform such other duties as may from time to time be prescribed by the board. The offices of Secretary and Treasurer may be combined.



The Metropole

26th June 2025

METROPOLITAN TORONTO CONDOMINIUM CORPORATION № 1170: DIRECTORS' CODE OF CONDUCT AND ETHICS

I have consented to act as a Director of the Corporation, and I agree to comply with the following Directors' Code of Conduct and Ethics throughout my term(s) as a Director.

Neutrality, Honesty, and Good Faith – I will act honestly and in good faith. I will do nothing to violate the trust of the unit owners I represent. I will not promote my own interests, or those of any owner, resident, family member, friend, or contractor to the detriment of the Corporation. I will not seek any special benefits or privileges as a Director or Officer or accept any compensation either personally or on behalf of any other person. I will act only in the best interests of the Condominium Corporation as a whole and I will not favour the interests of any individual or group of owners or residents. I will not willingly nor knowingly involve myself with garnering support or pre-determining outcomes of decisions to be made by the Board outside of the Board room.

Care, Diligence and Skill – I will exercise the degree of care, diligence, and skill of a reasonably prudent person in comparable circumstances. I will make a concerted effort to attend all Board and Owner's meetings. I will act responsibly and with due diligence to become familiar with the affairs of the Corporation and to uphold its Declaration, By-Laws, Rules and Regulations, Policies and Agreements.

Conflict of Interest – I am not currently aware of any actual or potential conflict of interest, either directly or indirectly, with respect to any contract, transaction, legal action, proceedings, or any matter detrimental to the Corporation. If I become aware of any conflict, I will immediately disclose the nature and extent of the interest to the Board in writing. I will remove myself from any meeting where the conflict of interest relates to a matter under discussion and will not vote on any matter that I may have any interest in either directly or indirectly.

Confidentiality – I will not disclose to any person (including my spouse or family members) information discussed by the Board. Information decided by the Board to be confidential or privileged or which reasonably ought to be deemed confidential will be held in strictest confidence. Any issues involving staff members of the Corporation, contractors to the Corporation or individual residents of the Corporation will not be disclosed to any other person. When in doubt as to the confidentiality, I will request a determination by a resolution of the Board.

Good Conduct – At all times, I will conduct myself in a professional and businesslike manner at meetings of Directors or Owners/Residents. I will approach all Board issues with an open mind, preparing to make the best decisions on behalf of the Corporation. I will act ethically with integrity and in accordance with legal criteria. I will comply with rules of good conduct and will deal with others in a respectful manner. I will comply with principles of good governance and procedural rules of order.

Support – I will abide by decisions of the majority of the Directors even though I may disagree. Any views contrary to a decision of the majority of Board members will be kept to myself but I reserve the right to express my own views to other Board members during the course of a Board

meeting. I acknowledge that decisions are to be made democratically, and I will provide ongoing support for the partnership between Board, Management and Owners.

Preparedness – I will prepare for each Board meeting by reading all relevant materials prior to the meeting. I will come to each meeting prepared to discuss and decide on all issues that may come before the meeting. I will provide advance notice of any issue, which I may wish to have included on the agenda for discussion.

Defamation – I will not make erroneous or defamatory statements about the Corporation, or any owner, resident, director, officer, manager, staff, or contractor of the Corporation.

Minimize Conflict – I will attempt to prevent or minimize conflict and disruption and will promote good relations amongst persons involved in our Condominium Community. I will not instigate or support conflict within the Condominium Community for the purposes of political gain or personal satisfaction. I will promote a first-class image of professionalism and business-like conduct for our Corporation, its units, owners, and residents.

Agreement – I hereby agree to comply with the provisions set out in this Directors' Code of Conduct and Ethics.

Dated at _____ this _____th day of _____ 20____.

Witness: _____

Signature _____

Print Name of Director and Unit # _____

Code of Conduct and Ethics modified from CCI Directors' Code of Ethics